



# Treloar's

Enabling Education



Deputy Head of School  
Information Pack



# Welcome



We're delighted you're considering the role of Deputy Head of School at Treloar's. We are looking for someone who is dedicated and passionate about making a real difference to students lives. The school is a fantastic place to work with a brilliant team of dedicated and inspirational staff. In this role you'll be instrumental in supporting approximately 80 learners to develop their independence, develop their self advocacy and move on confidently into the next stages of their lives.

Please get in touch if you would like an informal chat about the school or to come and visit.

Thank you for taking the time to learn more about what we do and I look forward to hearing from you.

**Lisa Bond**  
Head of School



**“Treloar School is an exceptional specialist provision”**

(Challenge Partner Review May 2022)

## About this pack

We've set out some information to help you understand what working at Treloar's is like, and why you will play such an important role in supporting our students.

This information can help you in completing your application and preparing for your interview.

We've split the information into sections, please have a read through before your interview, and do let us know if you have any questions. Details of how to get in touch are on the last page.

# About Treloar's

Treloar's was founded in 1907 and over a hundred years later Treloar's has steadily grown and developed, becoming one of the country's leading providers of education, care, therapy, medical support and independence training for disabled young people.

Today we are a charity which provides a highly specialist school, college and nursery for disabled children and young adults with complex needs.

Based in Hampshire, we are one of the UK's largest specialist education centres, supporting around 180 students, aged 2 – 25 years who come from across the UK and overseas.

We are a large community of over 800 staff and volunteers and we are experts in our field.

Every day we give young people the emotional, physical, clinical and educational support that their complex conditions require. And we'd love you to be part of this too.

**Vision:** A world where physically disabled young people take control of their lives and achieve their aspirations

**Mission:** To enable physically disabled young people to achieve their aspirations by:

- Providing personalised learning, therapy and care
- Supporting transition into adulthood
- Promoting independence and inclusion

**Values:**



The Treloar Trust provides (school and college) education, care, therapy, medical support and independence training to young people with physical disabilities from all over the UK and overseas.

# What support does Treloar's provide?

Treloar School is a non-maintained special school, we currently have 78 students on role aged 2 to 19 all who have an EHCP.

Each of the students is a unique individual with their own ambitions, aims and dreams for their future.

The students at Treloar's are here because they live with complex needs and require additional support to reach their goals, access high quality education and become as independent as possible.

They come to Treloar's because we have a highly-adaptive environment, and provide support that mainstream education centres can't, such as on-site health, specialist equipment, physio, occupational and speech and language therapy.

We support students with a wide range of disabilities but many of the students live with cerebral palsy or muscular dystrophy and need significant support, including with their daily movement, personal care and communication. With every student, there will be an element of physical work involved, and as a staff member, you will be required to support with this.

Many of the young people at Treloar's also require support throughout the day and night – with over half our students staying in our on-site residential houses.

Regardless of their need, we believe passionately in supporting students to express themselves, communicate with others and make choices and decisions about their lives and care.



As part of a Charitable Trust, over time, we have been able to develop outstanding onsite facilities and resources to support our students and to minimise the disruption to their education when engaging with therapies. These include a swimming pool, a hydrotherapy facility, a rebound therapy space, an assistive technology team, and physio gyms. We also have an onsite GP service for four days each week.

# About Treloar School

At Treloar's we believe in the power of education. Our curriculum at Treloar's School is shaped by the educational and wellbeing needs of our students facilitated by a holistic, student centred, multi-disciplinary approach, which encompasses education, residential, pastoral care, therapy and healthcare support. It is personalised, relevant and coherently planned. It is ambitious in its determination for students to apply new knowledge and skills and for them to achieve the best possible outcomes. It is based on evidence of successful practice and incorporates the concepts, intent and overarching ideas of individual subjects from the National Curriculum.

Our curriculum encompasses rich opportunities for high quality learning to support students in developing their self awareness and communication skills as they prepare for the next stage in their lives. It promotes each student's resilience, determination and independence through our belief that so much more is possible. We harness our expertise to challenge and nurture our students from their individual starting points and help them lead the most fulfilling life possible, both in school and beyond. This is enabled by ensuring a strong focus on developing community and collaboration both within the school and with the wider world. The school curriculum inspires curiosity and offers opportunity for students to initiate and develop their own future plans.

All teachers have experience or have developed experience in special education as well as in their own areas of specialisation. They work in collaboration with colleagues from a wide range of disciplines. Nearly all of our students will be supported 1-1 for most of their time at school. This function is carried out by a large team of Student Support Assistants and they undertake a comprehensive training programme, in order for them to meet the range of needs of our students. Treloar's offers personalised and extensive CPD to support staff to develop their skills.

The senior leadership team place an emphasis on being outward looking and to share best practice with colleagues in other settings and across the sector in which we operate. We also provide training to staff in other provision, including onward placements for students, and work with local authorities and families to address the needs of young people beyond our own student cohort.

# Job Description: Deputy Head of School

The post holder will deliver visible leadership, clear and consistent operational management to support the school team to implement Treloar's vision and ethos and communicate this with all stakeholders. They will support with the leadership of the School and provide quality assurance for all School activities. They will be required to deputise and undertake overall responsibility for the School in the absence of the Head.

- Take responsibility for curriculum management and managing department leaders in this aspect of their role
- Support/take responsibility for the effective operation of the Multi-Disciplinary Curriculum;
- Support the drive to improve the quality of the student experience and implement Treloar's Quality Assurance and Quality Improvement processes;
- Contribute to the future direction of the School by advising on curriculum and other developments related to the School sector
- Lead and support the development of new initiatives as agreed with the Head of School
- Support the Head of School in leading and coordinating the formulation of curriculum and assessment policy across the School as outlined in School Development Plan.
- Ensure that the School Data Strategy is fit for purpose and operates effectively
- Ensure that all operational procedures are effective and compliant with Awarding Body requirements;
- Lead and motivate teams to achieve outstanding performance;
- Support the management of staff performance, setting achievable targets aimed at continuous improvement and support the development of the school
- Train curriculum staff as appropriate on Teaching & Learning and other quality/curriculum subjects;
- Chair school, department or other meeting as appropriate
- Be a key part of the team that support and enable teachers to reflect on and develop their practice in the classroom, driving up the quality of the learning experience for students
- Mentor new staff, including ECT's and those who are early in their careers
- Undertake a teaching commitment as directed by the Head of School; (approx 3-4 lessons a week)
- Take the lead on curriculum off site, reviewing risk assessments
- Develop and implement Treloar's systems and procedures that are aimed at ensuring a high quality, consistent and coherent experience for potential and actual students;
- Attend and chair annual reviews as necessary;
- Take the lead on Pupil Premium and PEP meetings, in liaison with the multidisciplinary teams as appropriate
- Contribute to the process of recruiting and selecting staff;
- Contribute to Treloar's probationary and appraisal processes including individual performance reviews;

## Other Duties

- To comply with all Treloar's policies and procedures including those relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To undertake any other such duties or tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.

# Person Specification

ESSENTIAL	DESIRABLE
<p><b>Qualifications</b></p> <ol style="list-style-type: none"> <li>1. Degree or Equivalent</li> <li>2. Teacher Qualification</li> <li>3. Evidence of continuing professional development.</li> </ol>	<ul style="list-style-type: none"> <li>• Relevant Management Qualification (NPQ)</li> <li>• or evidence of continuing leadership professional development</li> <li>• Relevant Multi-sensory impairment qualification</li> <li>• DSL</li> </ul>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>1. Demonstrably successful senior management experience in an educational setting</li> <li>2. Proven record of exemplary teaching with at least 5 years as a successful classroom practitioner</li> <li>3. Proven record of successful curriculum leadership, monitoring and reviewing</li> <li>4. Experience of leading successful whole school initiatives</li> <li>5. Experience of managing staff appraisal, disciplinary procedures, etc.</li> <li>6. Previous special education experience</li> <li>7. Additional leadership responsibilities e.g. Key Stage Leadership /Assistant Head/ Existing Deputy</li> </ol>	<ul style="list-style-type: none"> <li>• Leading teams to provide curriculum to support qualification and accreditations and moderating associated work</li> <li>• Experience of Trauma based practise</li> </ul>
<p><b>Skills and Abilities</b></p> <ol style="list-style-type: none"> <li>1. Ability to analyse data, develop strategic plans, set targets and monitor and evaluate progress towards these.</li> <li>2. Excellent interpersonal and communication skills</li> <li>3. Effective organisational and administrative skills</li> <li>4. Ability to lead and motivate teams</li> <li>5. Ability to inspire colleagues.</li> <li>6. Knowledge of current and innovative teaching and learning strategies</li> <li>7. Knowledge of planning teaching and assessing the curriculum for student with Learning Difficulties</li> <li>8. Awareness of the Learning needs of students with disabilities/learning difficulties</li> <li>9. Ability to work under pressure, set priorities, meet deadlines and service levels</li> </ol>	<ul style="list-style-type: none"> <li>• Experience in identifying and supporting vulnerable groups effectively (PP)</li> <li>• Experience of leading and managing risk assessments for offsite visits</li> </ul>
<p><b>Knowledge and Understanding</b></p> <ol style="list-style-type: none"> <li>1. Understanding the challenges that young disabled people and their families face in accessing high quality education</li> <li>2. Understanding and support for the values of the Trust</li> <li>3. Understanding of current legislation in the field of Special Education</li> </ol>	
<p><b>Personal Qualities</b></p> <ol style="list-style-type: none"> <li>1. A commitment to promoting and safeguarding the welfare of students</li> <li>2. Excellent self-presentation, energy and enthusiasm</li> <li>3. Natural communicator</li> <li>4. Team player</li> </ol>	<ul style="list-style-type: none"> <li>• Experience of working with stakeholders and wider members of a school community</li> </ul>

# Additional benefits and support

## Benefits

- **Pension Scheme** – The Trust operates a Group Personal Pension Scheme. The employee's contribution is flexible from 3.2% of basic salary up to the maximum allowed by the Inland Revenue. The employer will pay one and a half times the employee's contribution up to a maximum of 7.5% of basic salary. Teachers may join the Teachers Pension Scheme.
- **Independent Financial Advice** – available to those who join the Group Personal Pension Scheme
- **Life Insurance** – free life insurance cover equal to 3x basic salary (excluding those in Teachers Pension Scheme who have life insurance provided as part of their pension arrangements)
- **HSF Health Cash Plan** – HSF health plan covers day to day health costs like dental & optical bills, as well as physiotherapy and chiropractor support. Also included within the plan is HSF Assist which provides unlimited access to a variety of assistance helplines and services such as GP Telephone Advice, Counselling service, legal helpline.
- **HSF Perkbox** – access to a large variety of discounts
- **Occupational Health Service**
- **Discounted Gym Membership** – at nominated gym club premises close to Treloar
- **Critical Illness** – one year's salary as a lump sum payment to those colleagues who have a critical illness recognised by the policy.
- **Generous Holiday**
- **Sabbatical Leave** – after 5 years' service, an employee may apply for a period of unpaid sabbatical leave to a maximum of 4 months. Some of the period must be spent on activities that have relevance to the candidate's work within the Trust.



## Training and Development

We are committed to developing and supporting our colleagues throughout their career. Our training package is extensive. You will have multiple paid training opportunities during your time here and if you are interested in expanding your career, we are committed to career progression, with many progress pathways open to you.

# How to apply

To apply, please visit our website and complete the application form on-line.

Alternatively an application form can be downloaded and returned to [hr@treloar.org.uk](mailto:hr@treloar.org.uk)

If you'd like to visit or have an informal conversation with the Head of School please contact [lisa.bond@treloar.org.uk](mailto:lisa.bond@treloar.org.uk)

Treloar Trust is committed to safeguarding children, young people and vulnerable adults.

All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks.



We look forward to hearing from you and thank you for your time.